

E-FILE/E-PAY

HELPFUL HINTS AND REMINDERS

The following list will assist in the registration and use of The Kentucky Workers' Compensation Funding Commission's new Quarterly Premium Report Online System (E-File/E-Pay):

- 1) Any QPR's and payments, for a period **prior** to the 2015 year, should continue to be mailed to the Kentucky Workers' Compensation Funding Commission.
- 2) A Federal Employer's ID Number (FEIN) is required to add a company under the user's account.
- 3) A user can have multiple companies under a single account.
- 4) Company information is retained in each user account for streamlined future filing. For liability and security purposes, banking account information will not be stored and must be re-entered for every payment.
- 5) While completing the electronic quarterly filings, Insurance Companies & Group Self-Insurers should use the "tab" function when entering premium amounts to ensure correct calculation.
- 6) Each reporting entity must submit a separate Electronic Funds Transfer payment for every individual electronic quarterly filing.
- 7) Reports and payments must be submitted and confirmed before midnight (Eastern Time Zone) on the 30th day following the end of the calendar reporting period. *DO NOT wait until the due date to submit as network problems may delay transmission and result in penalties and interest.*
- 8) Users will receive a confirmation number once payment is processed. Please be sure to save and print a copy of the report.

